WILLOW GROVE PRIMARY SCHOOL COUNCIL
MINUTES FOR REPORTING MEETING
19TH JULY 2016

Meeting Commenced: 7.30pm

PRESENT: Brendan Dawson, Andrew Balfour, Trudy Evans, Sharon McCartney, Tristan Mether, Chris Bills, Simon Robinson, Mark Wilms, Ross Gillies, Lyn Raven

APOLOGIES: Kate Schultz, Heather Ferguson

MINUTES OF PREVIOUS MEETING - (21ST June, 2016)
Minutes of the previous meeting distributed.

MOTION: “The minutes of the previous annual meeting dated (21st/06/2016) be accepted as a true and accurate record of that meeting”

MOVED: Lynette Raven SECONDED: Chris Bills

BUSINESS ARISING FROM PREVIOUS MINUTES – No business arising, however for clarity it was noted that Sharon McCartney, Trudi Evans and Tristan Mether were all apologies for the last meeting. In the previous minutes they were each noted as both present and apologies.

CORRESPONDENCE

IN
• Solar Fix Gippsland, Andy McCarthy, Managing Director – Solar Panels report
• Community Support Program, Laura Porreca, Director, 14th June 2016 – Funding Agreement Notification
• Rosemary Roberts, Secondary Education and Transitions Unit, 16th June 2016 – Transfer Permissions Information
• Lynn Glover, VRQA, 17th June 2016 – Child Safe Standards – Preparing for Compliance
• Wendy Timms, Performance and Evaluation – 2016 Parent Opinion Survey
• Tony Bugden, People and Executive Services Group, 7th July 2016 – Workers’ Compensation Agent Selection
• Geoff Howes, Australian Sports Commission – Sporting Schools Application Outcome
• Victorian Curriculum Information Support for Schools – Handout
• Synergistiq – School Councillor Training
• Heather Ferguson – email sent re Round 2 of the School Shades Grant program now open
• TM&H Hardware quote for $356.14 received for doors with glass inserts
• Leah Mether – request for a long sleeved version of the green polo top to be added to the School Uniform policy

OUT –Nil
NB: Brendan noted the Parent Opinion surveys will go out in Monday’s mail

MOTION: “The correspondence is received and actions endorsed”

MOVED: Brendan Dawson SECONDED: Ross Gillies
REPORTS


**MOTION:** “The Financial Statements be ratified and all accounts be approved for payment”

**MOVED:** Tristan Mether  **SECONDED:** Ross Gillies

**MOTION:** “School Council approves Cindy Walker, Business Manager of Willow Grove Primary School the authority to sign purchase orders”

**MOVED:** Lynette Raven  **SECONDED:** Chris Bills

**MOTION:** “School Council approves Cindy Walker, Business Manager of Willow Grove Primary School, approval rights to the Operating and High Yield Bank accounts.”

**MOVED:** Simon Robinson  **SECONDED:** Ross Gillies

PARENT ASSOCIATION – No report as meeting held over by one week however Brendan informed that Kate Schultz had advised Parent Association will cater for Anne Hogan’s farewell afternoon tea

ACTING PRINCIPAL’S REPORT (Brendan Dawson) – July Report was tabled (refer attached report) and discussed

**MOTION:** “The Acting Principal’s Report be accepted and all recommendations endorsed”

**MOVED:** Brendan Dawson  **SECONDED:** Chris Bills

BUILDING AND GROUNDS COM No report this month however School Council was advised that the completion of the path near the bus stop was delayed over the holidays due to poor weather.

**MOTION:** “School Council approves the payment of $356.14 for new glass panel doors”

**MOVED:** Mark Wilms  **SECONDED:** Ross Gillies

CURRICULUM AND POLICY COM Presented by Brendan Dawson

Suggested amendments to the Anaphylaxis Policy were discussed by the committee. Brendan will talk to the affected parents about the discussions and report back to School Council once he has received their feedback.

**MOTION:** “The Curriculum and Policy Committee Report be accepted and all recommendations be endorsed”

**MOVED:** Ross Gillies  **SECONDED:** Mark Wilms
GENERAL BUSINESS

- School Council to approve Parent Teacher Student Learning Conferences for Tuesday 2nd August 3.30-7.00pm and Monday 8th August 3.30-5.30pm.

**MOTION:** “School Council approves the above times for our Term 3 Parent Teacher Student Learning Conferences.”

**MOVED: .................................. SECONDED ..................................**

- **Anne Hogan’s farewell**

  Anne’s farewell has been confirmed as an afternoon tea to be held in the school grounds if weather is fine or at the Hall if the weather is poor from 2 – 4pm on Sunday September 11th. Flyers have been placed at the store and in the mail boxes (at the shop). It has also been noted on the school’s Facebook page. Individual families and key community members are being personally contacted to spread the word

  Next meeting the finance committee will need to move a motion that funds be made available for Anne’s farewell

- **Request for amendment to the school Uniform Policy by a parent to include a long sleeved version of the green polo top**

  Discussion was held by the group in relation to the proposed new item of clothing being added to the School Uniform policy. In principle it was generally agreed to be a needed amendment. To address concerns around the detail of the amendment however, such as could this item be worn with the tunic, Brendan will contact some of the people involved in forming the current Uniform Policy to seek their feedback. It was proposed that these discussions inform the wording of a motion to be prepared and put forward at the August School Council meeting

- **Brendan presented the School’s Draft Vision and Values to School Council.**

  School Council members broke into groups to talk about and note their contributions to the discussion. School Council members were asked to take the week to consider the draft vision and values and feedback their thoughts to Brendan.

Meeting Closed: 9.00pm

**NEXT MEETING:** 16th August, 2016

**SIGNED:..................................................**

**DATED:..............**